

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DEPARTMENT OF PERSONNEL ADMINISTRATION

LEGAL COUNSEL  
PROMOTIONAL

TESTING OFFICE 1515 "S" ST., NORTH BLDG., SUITE 400, SACRAMENTO, CA 95814-7243 (916) 324-3227

DEPARTMENTAL PROMOTIONAL  
COMPETITION LIMITED TO STATE EMPLOYEES  
Applicants must have a permanent civil service appointment with the Department of Personnel Administration to participate in this examination.

HOW TO APPLY:  
Applications may be filed in person or by mail with the:

DEPARTMENT OF PERSONNEL ADMINISTRATION  
1515 "S" Street, North Building, Suite 400  
Sacramento, CA 95814-7243

ATTENTION: Cindy Lohmeyer  
Personnel Office

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

FINAL FILING DATE: Continuous Filing  
(Applications will be accepted continuously. The Personnel Office will notify and test applicants as needed.)

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: Range A \$3834-\$4208  
Range B \$4414-\$4847

Range A shall apply to incumbents who are members of The State Bar of California and who do not meet the criteria for payment in Range B.

Range B shall apply to incumbents who are members of The State Bar of California and who, in addition, have evidence of completion of one year of experience in the practice of law. Experience in the practice of law is defined as only that legal experience acquired after admission to The Bar. Evidence of such experience may be in the form of (1) a work record of legal experience outside of State service, or (2) successful completion of the probationary period for Legal Counsel for those employees in the State service.

ELIGIBLE LIST INFORMATION  
A departmental promotional eligible list will be established for the Department of Personnel Administration. Names of successful competitors will be merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

Additional Desirable Qualification - Experience in State or public sector employer-employee relations law.

THE POSITION  
Under direction, the incumbent performs the less difficult legal work involved in interpreting and applying laws, rules, and regulations affecting the State of California, preparing and analyzing opinions, rules and regulations, and legislative measures, and in preparing and presenting cases; does the legal research; and other related work.

Positions exist with the Department of Personnel Administration.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed for this class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "requirements for admittance to the examination" shown on this announcement, even if the experience goes beyond the seven year limit printed on the application. Supplementary information will be accepted, but read the "requirements for admittance to the examination carefully to see what kind of information will be useful to the staff during the evaluation.

Education & Experience - Weighted 100.00%

SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
- Legal research methods and performing research.
  - Legal principles and their application.
  - Scope and character of California statutory law and of the provisions of the California Constitution.
  - Principles of administrative and constitutional law.
  - Trial and hearing procedure and rules of evidence.
- B. Ability to:
- Perform research.
  - Analyze, appraise, and apply legal principles, facts and precedents to legal problems.
  - Present statements of fact, law and argument clearly and logically in written and oral form.
  - Draft statutes.
  - Dictate correspondence involving the explanation of legal matters.
  - Analyze situations accurately and adopt an effective course of action.

Veterans' preference credit is not granted in promotional examinations.

GENERAL INFORMATION

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the DEPARTMENT OF PERSONNEL ADMINISTRATION, Personnel Office at (916) 324-3227, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the DEPARTMENT OF PERSONNEL ADMINISTRATION, Personnel Office at (916) 324-0474, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**APPLICATIONS ARE AVAILABLE** at STATE PERSONNEL BOARD offices, local offices of the EMPLOYMENT DEVELOPMENT DEPARTMENT, and the DEPARTMENT noted on the front.

**IF YOU MEET THE REQUIREMENTS** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, and 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.